ADMINISTRATIVE DIRECTIVE NO. 169

This 26th day of August, 2008

IT APPEARS THAT:

(1) Pursuant to Administrative Directive No. 124, dated June 20, 2000, an Accounting Policy Committee was appointed to develop uniform accounting policies for the management of non-appropriated funds by all courts and the Administrative Office of the Courts.

(2) The "Policies for the Management of Non-Appropriated Funds" were adopted by the Supreme Court in Administrative Directive No. 156, dated May 12, 2004, which also tasked the Accounting Policy Committee with establishing procedures to implement those policies.

(3) The procedures implementing the "Policies for the Management of Non-Appropriated Funds" have been developed by the Accounting Policy Committee, and reviewed and accepted by the presiding judges, court administrators, and financial managers of all courts.

(4) An additional minor revision to the "Policies for the Management of Non-Appropriated Funds" has been recommended by the Accounting Policy Committee, and reviewed and accepted by the presiding judges, court administrators, and financial managers of all courts.

NOW THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, pursuant to Del. Const. Art. IV, § 13(1), that:

The "Policies and Procedures for the Management of Non-Appropriated Funds" for the Judicial Financial System are hereby adopted as set forth in the attached manual and shall be adhered to by all courts and the Administrative Office of the Courts (AOC). It is noted, however, that there may be policies and procedures that cannot be fully implemented until the implementation of the COTS (court wide automated financial management and case management system) is completed. Given this, courts and the AOC are directed to comply with all policies and procedures to the extent possible, until such time as the COTS financial system is available; at which time, full compliance by all courts and the AOC is mandated.

BY THE COURT:

Chief Justice Myron T. Steele

c: The Honorable Ruth Ann Minner
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Members of the Judicial Conference
The Honorable Joseph R. Biden, III
The Honorable Lawrence Sullivan
State Court Administrator
Court Administrators
Clerk of the Supreme Court
Counsel to the Governor
Chair Senate Judiciary Committee
Chair House Judiciary Committee